

# OFFICE OF FINANCIAL AND INSURANCE SERVICES

## JOB VACANCY NOTICE

**CLASS/LEVEL:** Student Assistant (4 positions)

**DIVISION/SECTION:** Conduct Review & Securities  
Division/Licensing

**DEADLINE TO RESPOND:** 11/12/03

~~~~~  
INTERESTED APPLICANTS SHOULD SUBMIT A COVER LETTER, RESUME, COPY OF COLLEGE TRANSCRIPTS, BUSINESS WRITING SAMPLE AND OFIS APPLICATION FORM TO DANIELLE POWERS, OFFICE OF FINANCIAL AND INSURANCE SERVICES, P.O. BOX 30224, LANSING, MICHIGAN 48909 BY THE DEADLINE DATE.

|                         |                                                                                                                                                 |                                   |
|-------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------|
| COUNTY/LOCATION         | Ingham/Lansing                                                                                                                                  |                                   |
| PAY RANGE               | \$12.62-\$17.69/hour                                                                                                                            |                                   |
| DESCRIPTION OF POSITION | Assist in reviewing securities, living care and insurance rate/rule/form filings. Provide general assistance such as background legal research. |                                   |
| EDUCATION               | Possession of a bachelor's degree with one semester or term of law school completed.                                                            |                                   |
| EXPERIENCE              | No specific amount or type is required.                                                                                                         |                                   |
| SPECIAL REQUIREMENTS    |                                                                                                                                                 |                                   |
| RESPOND TO              | Name:                                                                                                                                           | Danielle Powers                   |
|                         | Address:                                                                                                                                        | P.O. Box 30224, Lansing, MI 48909 |
|                         | E-Mail Address:                                                                                                                                 | OFIS-employment @michigan.gov     |
|                         | Phone:                                                                                                                                          | (517) 373-7201                    |
|                         | Fax:                                                                                                                                            | (517) 335-1439                    |

The State of Michigan is an Equal Opportunity Employer  
Civil Service Rule 1-7 states: All persons offered employment in the classified service are required to submit to and pass a pre-employment drug test as a condition of employment

**This is an announcement of a position vacancy and does not constitute an offer of employment.**